

OFFICE OF FINANCIAL MANAGEMENT

BUDGET AND ALLOTMENT SUPPORT SYSTEMS (BASS)

Automated Upload Transaction Option (AUTO)

DESIGN DOCUMENT

August 2001

Concept

The Automated Upload Transaction Option (AUTO) is a component of BASS that allows agencies to identify a tab-delimited file to upload into BASS systems. Use of AUTO is strictly optional. As of this writing, BDS is the only BASS system accepting data via AUTO.

This initial release of AUTO is an opportunity for agencies to test internal processes to ensure AUTO will work for their 2002 Supplemental Budget. References to potential future changes for AUTO are noted near the end of this document.

Technical Information

Technical information regarding the upload process can be found in Appendix I.

Access

AUTO is available on the BASS Main menu for users that have been granted access. Access will be granted to individual users. Please make sure that the BASS team is aware of your intent to use AUTO as soon as possible. Contact the BASS Help line at 360 725-5278.

SPECIAL NOTE ON VERSIONS: During the testing period, AUTO will force all uploads into BDS version XX, a regular budget version. Once an agency has demonstrated that their tab-delimited file works with AUTO, this version restriction will be lifted so that agencies can upload into a version of their choice. AUTO will add version XX to BDS for AUTO testing only. Version XX should not be used in BDS for any other purpose. Agencies will not be able to submit Version XX to OFM. They will be able to copy Version XX to another version to then be uploaded.¹

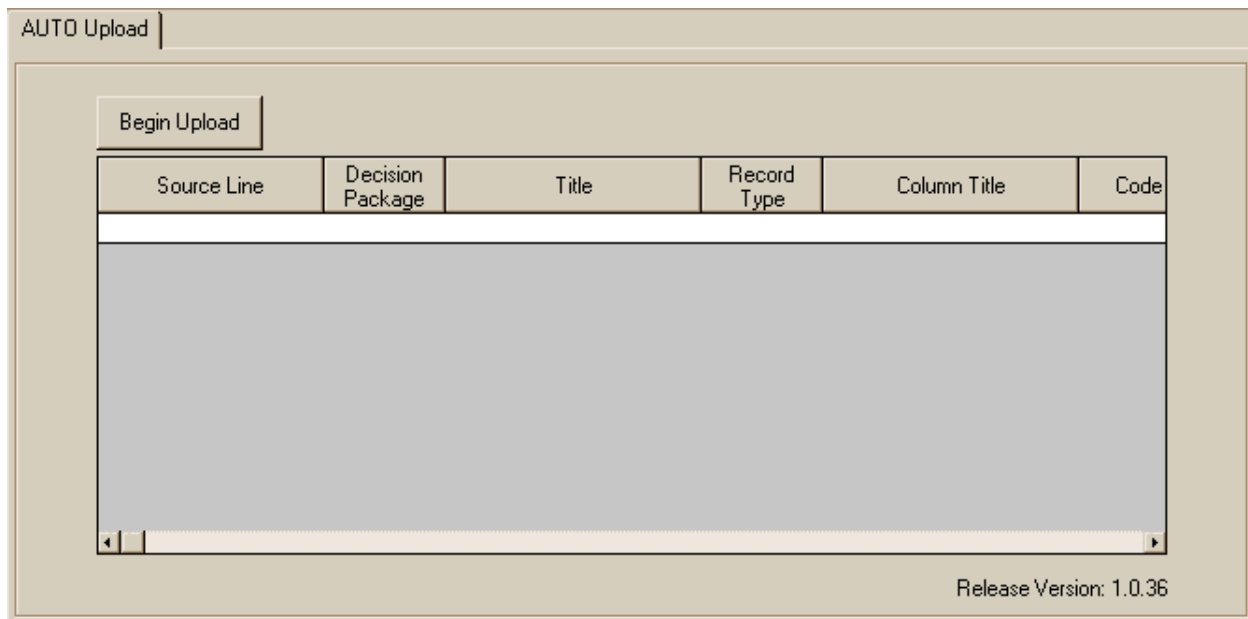
AUTO Components

AUTO Upload tab – This is where AUTO begins with the option for selecting a file to upload and display data as it is being transferred. When the upload is executed it will delete all previous records for the decision package/record type (BDS worksheet) being uploaded, and then will add all the data to the BDS². For example, an upload file that only contains records for decision package M2-AA funds will delete existing BDS fund data then replace with uploaded fund data in the BDS; however Object, FTE, Revenue, and Recommendation Summary text will be left intact. The decision package will be added if it does not exist. ***A version must exist in BDS before decision packages can be uploaded³.***

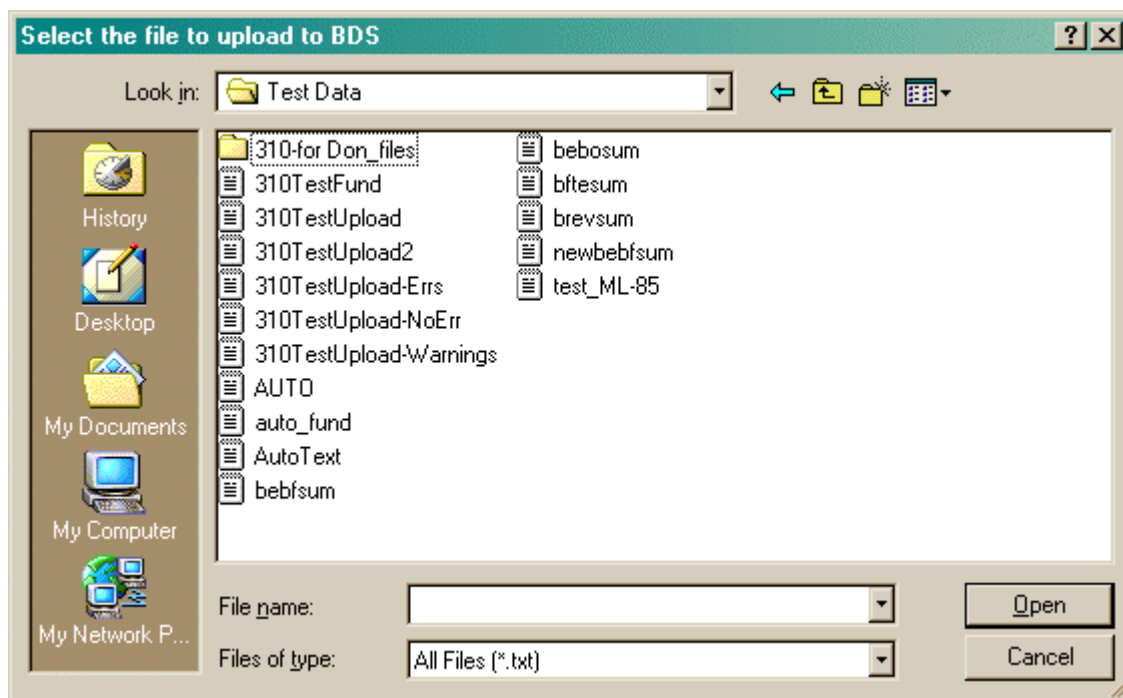
Uploading a New Decision Package – AUTO will create the decision package based on the information contained in the tab-delimited file. New decision packages will be given a priority of zero regardless of the indicator in the tab-delimited file.

Uploading an Existing Decision Package – AUTO will only upload the BDS worksheet data contained within the tab-delimited file. All other decision package information in the file will be ignored in favor of decision package information already contained in BDS. This includes title, status, locked indicators, and priority⁴.

There will be three tabs available once an upload has been completed.




Begin Upload – This button invokes the AUTO File Open screen where the user can select the tab-delimited file to be uploaded.



The File Open dialog box works consistent with Microsoft products. The only file type the user can select is a tab-delimited text file. Only one file may be uploaded at a time.

Once a file has been selected the user will view the upload in the following screen.

AUTO Upload

Begin Upload <Loading FTEs.> 

Source Line	Decision Package	Title	Record Type	Column Title	Code
18	CB-DB	Pgm Lvl - Button 2	FTE	100	02V-1
19	CB-DB	Pgm Lvl - Button 2	FTE	100	03K-6
20	CB-DB	Pgm Lvl - Button 2	FTE	200	04L-1
21	CB-DB	Pgm Lvl - Button 2	FTE	100	181-1
22	CB-DB	Pgm Lvl - Button 2	FTE	100	206-1
23	CB-DB	Pgm Lvl - Button 2	FTE	300	206-6
24	CB-DC	Pgm Lvl - Button 3	FTE	100	001-1
25	CB-DC	Pgm Lvl - Button 3	FTE	200	001-1
26	CB-DC	Pgm Lvl - Button 3	FTE	300	001-1
27	CB-DC	Pgm Lvl - Button 3	FTE	400	001-1

Release Version: 1.0.36

Status Bar – A status bar to the right of the upload button indicates the progress of the upload process.

Source Line - This column displays the line of the text file of the uploading records. This line number is adjusted so that it should be in alignment with the text file when pulled into Excel with a header row.

Decision Package – This column displays the decision package budget level and code of the corresponding records.

Title - This column displays the title of the decision package in the corresponding records.

Record Type - This column displays the type of record -- either fund (FND), object (OBJ), FTE, revenue (REV), or recommendation summary text (REC).

Column Title – This column displays the title of the column for the corresponding record.

Code – This column displays the main code to define the record. The code may represent fund or object dependent on record type.

AUTO Upload | Errors & Warnings | Upload Results

Begin Upload | <Finished.>

Source Line	Decision Package	Title	Record Type	Column Title	Co
464	PL-BB	Eliminate Inflation	FND	Program 200	001-1
465	PL-BB	Eliminate Inflation	FND	Program 300	001-1
466	PL-BB	Eliminate Inflation	FND	Program 400	001-1
467	PL-BB	Eliminate Inflation	FND	Program 600	001-1
468	PL-BC	Equipment Savings	FND	Program 200	001-1
469	PL-BD	Alternative Funding	FND	Program 400	001-1
470	PL-BE	Delay Transfer Bed Capacity, FND	FND	Program 200	001-1

No Errors Found.
Processing & Saving ...
Finished.

Release Version: 1.0.36

or

AUTO Upload | Errors & Warnings

Begin Upload | <Errors Occurred.>

Source Line	Decision Package	Title	Record Type	Column Title	Co
463	PL-BB	Eliminate Inflation	FND	Program 100	001-1
464	PL-BB	Eliminate Inflation	FND	Program 200	001-1
465	PL-BB	Eliminate Inflation	FND	Program 300	001-1
466	PL-BB	Eliminate Inflation	FND	Program 400	001-1
467	PL-BB	Eliminate Inflation	FND	Program 600	001-1
468	PL-BC	Equipment Savings	FND	Program 200	001-1
469	PL-BD	Alternative Funding	FND	Program 400	001-1
470	PL-BE	Delay Transfer Bed Capacity, FND	FND	Program 200	001-1

Errors Occurred.
Upload Aborted.

Release Version: 1.0.36

Messages will be displayed to the user as the upload finishes giving further information on the results, including whether errors or warnings have occurred. A scroll bar allows the users to view the entire list. If the upload files contain only warnings, the message at the bottom of this screen will say "upload paused". Users can either select a new file to upload (or an updated copy of the same file) or continue from the Errors & Warnings tab described below.

Users will be taken to the **Errors & Warnings** tab if errors or warnings exist, or the **Upload Results** tab if no errors exist. Users may return to the AUTO Upload tab to review uploaded records anytime until the AUTO screen is closed or a new upload is initiated.

Errors & Warnings Tab – If there are no errors or warnings in the uploaded data, the first line of the table will read "No Errors Found" in the message column (see below). See Appendix II for a listing of errors and warnings.

AUTO Upload

Errors & Warnings

All fatal errors must be fixed before data will upload. Fix the errors and select your file to upload.
You may continue to upload a file that contains only warnings.

Source Line	Type	Severity	Message
28	File Format	Warning	The column title length exceeds the max allowable, if saved the data will be truncat
125	File Format	Fatal Error	Incorrect budget level length. The correct length for the budget level is 2 character:
125	File Format	Fatal Error	The biennium value 2001-03 is not correct for the budget level (2001-03) of this CB
125	File Format	Fatal Error	The fiscal year 1 value 2002 is not correct for the budget level (2001-03) of this CB
125	File Format	Fatal Error	The fiscal year 2 value 2003 is not correct for the budget level (2001-03) of this CB
126	File Format	Fatal Error	Incorrect budget level length. The correct length for the budget level is 2 character:
126	File Format	Fatal Error	The biennium value 2001-03 is not correct for the budget level (2001-03) of this CB
126	File Format	Fatal Error	The fiscal year 1 value 2002 is not correct for the budget level (2001-03) of this CB
126	File Format	Fatal Error	The fiscal year 2 value 2003 is not correct for the budget level (2001-03) of this CB
127	File Format	Fatal Error	Incorrect budget level length. The correct length for the budget level is 2 character:

Print

Source Line – This column displays the line of the text file where the error or warning exists. This line number is adjusted so that it should be in alignment with the text file when pulled into Excel with a header row.

Type

File Format – Indicates that there are errors in the format of the tab-delimited file. File format problems may either be warnings or fatal errors.

Data Integrity – Indicates that the data being uploaded is not consistent with BDS data release rules (i.e., an invalid fund, wrong Fund/Appropriation Type combination, etc.). All BDS data errors are fatal and must be fixed in the source tab-delimited file before an upload is possible.

Microsoft OLE DB Provider for SQL Server – A SQL server error has occurred. All SQL errors are fatal. The exact error message will be displayed under message. You may contact the BASS Help line at 360 725-5278 for further instructions. In this case, invalid upload data will be found in BDS. Please delete the version or decision package, and re-upload.⁵

Severity

Warning – Lets the user know that there is a problem with the data but that it may still be uploaded to BDS. In most cases this will result in excess information being truncated upon transfer.

Fatal Error – A fatal error indicates that the data cannot be uploaded to BDS. No data will be uploaded if a fatal error is in any of the data of the text file.

Message – A description of the error found. This will include a statement of what will upload in the event the user chooses to continue regardless of warnings.

Source Line	Type	Severity	Message
28	File Format	Warning	The column title length exceeds the max allowable, if saved the data will be truncated
104	File Format	Warning	The decision package control length exceeds the max allowable, if saved the data will

If no errors or warnings are found in the uploaded file, the tab will be filled with the following screen. However, in this case the user will be automatically taken to the Upload Results tab. They may access any tab after this point to review the detail.

Continue – The continue button is only available when warnings were found during the upload. In the event only warnings are detected, this option allows the user to proceed with the upload under the conditions noted under Message.

AUTO Upload | **Errors & Warnings** | Upload Results

All fatal errors must be fixed before data will upload. Fix the errors and select your file to upload.
You may continue to upload a file that contains only warnings.

Source Line	Type	Severity	Message
			No Errors or Warnings Found

Print

Print – This button sends a copy of the warnings and errors report to the users default printer.

Upload Results

AUTO Upload | Errors & Warnings | **Upload Results**

The decision packages listed below were upload and saved successfully to the BDS database.
To view the decision packages you may use the BDS Decision Package Console or run the OFM Decision Package report.

Version	Code	Package Pgm.	Title
XX	PL-AA		OMNI Phase II
XX	PL-AB		Mental Health Staffing Increase
XX	PL-AC		Responding to Victim Needs
XX	PL-AD		Expand IMU Programming
XX	PL-AE		Increase Surveillance of Offenders
XX	PL-AF		IT Disaster Recovery Plan
XX	CB-AM		Revenue
XX	M1-AR		Marys Test DP for DP Prog Detail
XX	CB-AU		FTE testing for New Report
XX	PL-RA		Efficiency and Quality Initiatives

Print

Concept – This screen allows the user to get a summarized view by decision package of what was uploaded to BDS.

Version – This column displays the version data has been uploaded into.

Code – Displays the budget level/code of each decision package uploaded.

Package Program – The package program (if any) identified with the decision package. This is an identifier for the decision package and does not correlate with how data is coded by program within the worksheet.

Title – Displays the title of each decision package uploaded.

Print – Prints the table of the record upload results at the users default printer location.

Tab-Delimited File

Concept – Agencies are responsible for creating their own tab-delimited files that meet the specifications provided in this document. OFM will host user discussions where agencies may share information and knowledge on creating tab-delimited files from internal systems and spreadsheets. A complete matrix of record/field information can be found in Appendix III.

Testing has found that over 2,000 rows of data will create server slow-down. You will be required to divide your file into separate tab-delimited files for upload if your upload would exceed this limit.⁶

Record Type – AUTO for BDS supports five record types. These record types may be combined in one tab-delimited file or sent separately.

- Fund
- Object
- FTE
- Revenue
- Recommendation Summary Text

Tab-Delimited File Creation – Excel is the simplest method of creating a tab-delimited file. Database applications will also save data as tab-delimited. The discussion of the file specifications will assume Excel as the vehicle. In the event an agency is creating the file through another application, they can verify the results by viewing the data in Excel. It is recommended that you format the worksheet cells as text to avoid losing leading zeros in code cells (i.e., fund "001" appears "1"). You may find it is easier to update the Excel file and re-save as the tab-delimited file.

It is recommended that you name your text files in a manner that makes the data easy to identify (i.e., Verion25Upload.txt or V25-ML98.txt Upload).

Title Row – A title row must be present in the tab-delimited file. These titles will not be picked up by AUTO, but AUTO will begin pulling data on the second row. If data, rather than the titles, is present on the first row, it will not be uploaded into BDS.

Fields – Each field is described in Appendix III. Each field is referenced by a numeric index number, the corresponding Excel column reference, field title (as defined in BDS database), field characteristics, and example. In index rows 33-35 (or Excel columns AH, AI, AJ), the meaning of the field will change depending on record type as noted. Bolded fields are key-fields

(distinguishes unique records). Asterisked (*) indexes are required to have data. Further points of clarification are noted here. Index is referenced on the matrix of Appendix III.

DP Status (Index #10) – The following decision package statuses are available in BDS.

Status	Enter
Draft	D
Final	F
Placeholder	P
Final-Revised	R

At the present time, all decision packages uploaded are given a status of D for draft if the upload created the decision package. If the decision package already existed in BDS the status is ignored for the current status of the existing decision package.⁷

Locked (Index #11) – This field can be null, "Y" for yes, or "N" for no. BDS will default to no after upload if left null. The upload Locked indicator option is not functional. If the decision package already exists in BDS, the locked status of the existing decision package will remain. If it is a new decision package, it will always be uploaded as Not Locked⁸.

Priority – Priority indicators in your upload file will be ignored in BDS. If the decision package already exists, that priority will remain. If the decision package is new, a priority of 0 will be assigned⁹.

Record Type (Index #12) – This field tells BDS what BDS worksheet (or narrative) to load the data into. Enter the following for the corresponding record type:

Record Type	Enter
Fund	FND
FTE	FTE
Revenue	REV
Object	OBJ
Recommendation Summary Text	*REC

**Excel requires Recommendation Summary text to be no more than 10,000 characters to upload properly¹⁰.*

Sub Program – Sub program in AFRS is only two digits. Enter 00 (zeros) at the end of this sub program number to meet the 4-character requirement.

DSHS Source – This field is required for DSHS. Do not use this field unless uploading DSHS data.

Biennium – If the budget level is CB, ensure that biennium is the current biennium and not the ensuing budget biennium. (i.e., if budgeting for 2003-05 regular budget, CB packages would have a biennium of 2001-03).

Fiscal Year 1 & Fiscal Year 2 - If the budget level is CB ensure that fiscal year indicators reflect the current biennium and not the ensuing budget biennium (i.e., if budgeting for 2003-05 regular budget, CB packages would have a fiscal year of 2002 and 2003).

FY1 & FY2 Amounts – Dollars should be entered as whole numbers without commas, parenthesis, or dollar signs. FTEs should be entered to the 10th with a decimal (i.e., 10.2 or 9.0) or a whole number is also acceptable (10). Negative numbers must be displayed with a minus sign (-) in front of the number.

Checklist for AUTO Upload

- ❑ File is saved at tab-delimited text file.
- ❑ All fields requiring data have been filled.
- ❑ Decision package title is the same for all like decision package codes.
- ❑ Agency priority, program priority, decision package status, and locked are the same for all like decision package budget level/decision package code.
- ❑ Column title is the same for all like coded rows.
- ❑ Only one version is listed in the tab-delimited text file.
- ❑ If a new decision package, not an update, make sure the decision package code is not already being used in BDS.

Verifying Data Results

The following methods will help you to validate the data in BDS with your internal system/worksheet data:

- Open the decision package in BDS to view the expenditure, revenue, and/or narrative information.
- Run an OFM Decision Package report.
- Run an OFM Recommendation Summary report.
- Run an OFM Program Summary report.
- Run the BRS-BDS Decision Package Detail by Budget Level report.
- Download your uploaded version via the BRS-BDS data download option.

Important to Remember

1. Agencies will not be able to submit Version XX (testing version) to OFM. They will be able to copy Version XX to another version to then be uploaded.
2. When the upload is executed it will delete all previous records for the decision package/record type (BDS worksheet) being uploaded, and then will add all the data to the BDS
3. A version must exist in BDS before decision packages can be uploaded
4. AUTO will only upload the worksheet data contained within the tab-delimited file when the decision package already exists in BDS. All other decision package information in the file will be ignored in favor of decision package information already contained in BDS

5. If a SQL server error has occurred, the exact error message will be displayed under message with a note to contact the BASS Help line at 360 725-5278 for further instructions. In this case, a partial upload will be found in BDS. Please delete the version or decision package, and re-upload.
6. Testing has found that over 2,000 rows of data will create server slow-down. You will be required to divide your file into separate tab-delimited files for upload if your upload would exceed this limit.
7. At the present time, all decision packages uploaded are given a status of D for draft if the upload created the decision package. If the decision package already existed in BDS the status is ignored for the current status of the existing decision package.
8. The upload Locked indicator option is not functional. If the decision package already exists in BDS, the locked status of the existing decision package will remain. If it is a new decision package, it will always be uploaded as Not Locked.
9. Priority indicators in your upload file will be ignored in BDS. If the decision package already exists, that priority will remain. If the decision package is new, a priority of 0 will be assigned.
10. Excel requires Recommendation Summary text to be no more than 10,000 characters to upload properly.

Future Enhancements

The following enhancement options may be included in future releases of AUTO:

- Make AUTO uploads available for more of the BASS applications.
- Make it possible to access AUTO from within the application that is being uploaded to.
- Update BDS to not allow users to enter version XX directly into BDS.
- Ability to save Errors & Warnings report to a file.
- Ability to double-click a row of the **Upload Results** tab to open the decision package in BDS directly.

Appendix I

Technical Information

AUTO – Automated Upload Transaction Option

Definitions

Tab-delimited file: A text file wherein separate data elements or fields are separated by a tab. This file can easily be created with an Excel spreadsheet.

Upload Types: The AUTO system is designed to upload 5 different types of BDS data.

1. Funds
2. Objects
3. FTEs
4. Revenue
5. Recsum Text

Sort: This process sorts the users uploaded data by Version, Budget Level, Decision Package ID and Column Title.

Package: Process by which the users data is put into array structures that resemble BDS data formations.

Box: Process that ensures the Fund, FTE and Object upload types all have amount records across all column titles for every fund, FTE, and object element uploaded, respectively.

If fund 111-1 were uploaded with a column title of Col1 and amounts for FY1 and FY2 of 100 and 200, and another fund was uploaded 222-2, column title Col2 and amounts for FY1 and FY2 of 300 and 400, then records would have to be created for each fund which represented the other funds column title and would have no amounts for each fiscal year.

AUTO DATA

Fund	Column Name	FY1_Amount	FY2_Amount
111-1	Col1	100	200
222-2	Col2	300	400

NEED TO CREATE BDS WORKSHEET

	Column 1		Column 2	
Fund	FY1	FY2	FY1	FY2
111-1	100	200	0	0
222-2	0	0	300	400

Boxing creates the records to fill zeros in appropriate table cells.

Fund	Column Name	FY1_Amount	FY2_Amount
111-1	Col1	100	200
222-2	Col2	300	400
111-1	Col2	0	0
222-2	Col1	0	0

Save: The save process generates a script of sql statements that, when executed by the sql server, will delete all previous records for the decision package/record type being uploaded from the database, and then will add all the data to the database that the user uploaded. The save occurs within a transaction.

Details

The AUTO application makes it possible for agencies to upload their decision package data without requiring the agencies' budget analysts to enter the BDS system. To do this the agencies must develop their own in-house applications to create tab-delimited files containing the BDS data.

AUTO Parts

Client: at the agency.

The individual agencies that use AUTO will be required to develop systems that can export their data into a format which we have specified. To a very limited extent the data download reports can also be used in this capacity, however that requires that BDS data already be in the database.

The format we have specified is a tab-delimited file with fields for all the different upload types in a very specified order, see Appendix III. There is some overlapping in the

naming of the fields across upload types, i.e. Funds, FTEs and Revenue upload, a fund field where Objects upload an object field. The names of the fields are not as important as is the index number (left column of Attachment A) that ensures data is uploaded correctly per each upload type.

Web: Client Control on Bass web site.

AUTO is an activex control. The AUTO activex control is simply a means for the users to select their tab-delimited file from their local or network hard drives via a file open dialog box. The client control parses the tab-delimited file and inserts it into a multi-dimensional array. Certain error handling occurs at this point, namely searching for presence of the key fields. Warnings are logged as well, these being fields that exceed the length limit required by the database.

When errors have occurred the user is notified and the AUTO upload process is aborted. The users are then shown a log of the errors and the lines on which the error occurred in their uploaded document. Should warnings occur, the user is alerted and may elect to go back and fix them, or let the upload proceed with the understanding that their data will be truncated.

Server: Server side business objects.

The client control sends the multidimensional array to server side business objects via RDS (remote data services). This business object(s) is responsible for:

1. Further error checking.
2. Sorting the data.
3. Packaging the data.
4. Boxing the data.
5. Saving the data
6. Return report to client control.

Appendix II
Errors & Warnings
(Next Page)

BDS AUTO Edits:

No.	Edit	Warn Or Critical	FND	FTE	OBJ	REV	TEXT	Server Or Client
1	Verify version exists in the budget period for the agency.	C	X	X	X	X	X	CL
2	Verify agency logged into matches upload file agency.	C	X	X	X	X	X	CL
3	Verify that only one version exists in upload file.	C	X	X	X	X	X	CL
4	Verify all of the coding elements against the titles files to ensure they exist for the approp_period, agency. Package_program Program Subprogram Activity Subactivity Task Division Branch Section Unit Cost_center Proj_no Subproj Proj_phase Budget_unit Activity_inventory	C	X	X	X	PGM only	PGM only	SVR
5	If package_program is coded with a specific program, verify that it matches with the program field in the upload file.	C	X	X	X	X	X	CL
6	Verify against the titles file that funds are not expired (for the approp_period).	C	X	X		X		CL
7	Verify against the titles file that approp_types are not expired (for the approp_period).	C	X	X				CL

No.	Edit	Warn Or Critical	FND	FTE	OBJ	REV	TEXT	Server Or Client
8	Verify no invalid funds: 406 427 429 239 996 (OK for FTEs) 999	C	X	X				CL
9	Verify no invalid approp_types: (Except for CB and CL packages) 3 4 9	C	X	X				CL
10	Verify that no invalid fund-approp_type combinations are used. See Fund-Appropriation Type Edits table.	C	X	X				CL
11	Verify no all-numeric dp codes are used for M1, M2 and PL (except DSHS and OFM reserved codes/titles).	W	X	X	X	X	X	CL?
12	OFM reserved dp codes will use OFM reserved title.	W	X	X	X	X	X	CL
13	Verify that FTEs have one decimal place.	C		X				CL
14	Verify that all numeric fields are numeric (no alpha characters).	C	X	X	X	X		CL
15	If budget type is S2, verify that all fiscal year 1 amounts are blank except for CB dps.	W	X	X	X	X		CL
16	If dp code already exists in the decision_package_control table and data exists for that dp in another budget level in this version, then the dp must be marked as reusable (for the approp_period).	C	X	X	X	X	X	SVR
17	If a decision package already exists in this version, then only the applicable record_type will be updated on an upload. E.g. if a FND record, then only the fund records will be updated.							
18	If the decision package does not already exist, then the following tables will have data inserted into them: Decision_package_key Decision_package_structure							

No.	Edit	Warn Or Critical	FND	FTE	OBJ	REV	TEXT	Server Or Client
	Decision_package_control (if a new dp code) Decision_package_fund (if FND) Decision_package_fte (if FTE) Decision_package_object (if OBJ) Decision_package_revenue (if REV) Dp_justification (if REC) Note: If a new dp code, then verify that the upload file has a dp_control_title.							
19	If DSHS and the upload type is FND, then verify that the dshs_source is in the DSHS_source table (for the budget period). Also, the fund and approp_type need to be picked up from the dshs_source table and inserted in the decision_package_fund table.	C	X					SVR
20	Verify that all required fields are in the upload file and that appropriate fields exist for the record_type. See Upload Format document.	C	X	X	X	X	X	CL
21	The following fields are not required/included in the upload format but need to have default values plugged in when inserting new records if the upload file does not have values for them: I. Table - Decision_package_key Agency_priority = 0 (not required) Program_priority = 0 (not required) Locked = N (not required) Dp_status = B (not required) Exp_notes = NULL Rev_notes = NULL Pm_notes = NULL Datetime_last_update = date and time of upload User_id_last_update = user id of person initiating upload							

No.	Edit	Warn Or Critical	FND	FTE	OBJ	REV	TEXT	Server Or Client
	<p>Structure_in_use = Y Datetime_current_use = NULL User_id_current_use = NULL</p> <p>II. Table - Decision_package_structure</p> <p>Grid_type = record_type (if FND, FTE or OBJ) Grid_sheet, grid_column, dp_ and structure_column will be generated during building of the box. Dp_structure_key is automatically generated during a save.</p> <p>III. Table – Decision_package_control</p> <p>Dp_control_title_255 = dp_control_title Dp_control_recsum_text = NULL Reusable = N</p> <p>IV. Table - Dp_justification</p> <p>Supporting_text = NULL Strategic_plan = NULL reason_for_change = NULL Client_impact = NULL other_program_impact = NULL Capital_relationship = NULL Required_changes = NULL Alternatives = NULL Future_impact = NULL one_time_ongoing = NULL</p>							

No.	Edit	Warn Or Critical	FND	FTE	OBJ	REV	TEXT	Server Or Client
	Non_funding_effect = NULL Exp_assumptions = NULL Note: Dave can you verify that the field that gets the actual recsum text is dp_justification_recsum_text?							
22	Verify that biennium in the upload file is appropriate for the budget level of the record. E.g. for 2001-03 budget period, CB packages biennium would be 1999-01 and for all other budget levels biennium would be 2001-03.	C	X	X	X	X		CL
23	Verify that the fiscal years in the upload file are appropriate for the budget level of the record. E.g. for 2001-03 budget period: CB packages fiscal year 1 would be 2000 and fiscal year 2 would be 2001. Other budget level packages fiscal year 1 would be 2002 and fiscal year would be 2003.	C	X	X	X	X		CL
24	If upload file contains values for the following check as follows: Dp_status – check value exists in table dp_status Locked – values should be either N or Y Agency_priority – values should be integers Program_priority – values should be integers Note: What about conflicts with existing dps if we let them assign an agency priority or program priority other than 0?	C	X	X	X	X	X	CL
25	Verify budget period in the upload file is in the budget_period table.	C	X	X	X	X	X	CL
26	Verify that record_type in the upload file is one of the following: FND FTE OBJ REV	C	X	X	X	X	X	CL

No.	Edit	Warn Or Critical	FND	FTE	OBJ	REV	TEXT	Server Or Client																																							
	REC																																														
27	Verify that resum_text is no longer than 10,000 characters.	W					X	CL																																							
28	Verify that decision_package_id follows the same logic as when entering a new dp from the system. E.g. Contains no O (that's an oh) Contains no dps that start with an alpha and then contain a numeric – like A1 Note: Dave can you look at the logic in the system and fill in any other rules here?	C	X	X	X	X	X	CL																																							
29	If the upload file contains a decision_package_id that already exists and the dp_control_title is different, issue a warning that the dp_control_title in the upload file will not be used.	W	X	X	X	X	X	CL																																							
30	Verify that all fields in the upload file are the appropriate length.		X	X	X	X	X	CL																																							
<div><div>A. Field Length</div><table><tr><td>Version</td><td>2</td><td>Handled by other check</td></tr><tr><td>Version_title</td><td>35</td><td>Truncate if over</td></tr><tr><td>Approp_period</td><td>7</td><td>Handled by other check</td></tr><tr><td>Agency</td><td>3</td><td>Handled by other check</td></tr><tr><td>Package_program</td><td>3</td><td>Handled by check of titles</td></tr><tr><td>Budget_level</td><td>2</td><td>Handled by other check</td></tr><tr><td>Decision_package_id</td><td>2</td><td>Critical minimum</td></tr><tr><td>Dp_control_title</td><td>35</td><td>Truncate if over</td></tr><tr><td>Agency_priority</td><td>3</td><td>Truncate if over</td></tr><tr><td>Program_priority</td><td>3</td><td>Truncate if over</td></tr><tr><td>Dp_status</td><td>1</td><td>Handled by other check</td></tr><tr><td>Locked</td><td>1</td><td>Handled by other check</td></tr><tr><td>Record_type</td><td>3</td><td>Handled by other check</td></tr></table></div>									Version	2	Handled by other check	Version_title	35	Truncate if over	Approp_period	7	Handled by other check	Agency	3	Handled by other check	Package_program	3	Handled by check of titles	Budget_level	2	Handled by other check	Decision_package_id	2	Critical minimum	Dp_control_title	35	Truncate if over	Agency_priority	3	Truncate if over	Program_priority	3	Truncate if over	Dp_status	1	Handled by other check	Locked	1	Handled by other check	Record_type	3	Handled by other check
Version	2	Handled by other check																																													
Version_title	35	Truncate if over																																													
Approp_period	7	Handled by other check																																													
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Package_program	3	Handled by check of titles																																													
Budget_level	2	Handled by other check																																													
Decision_package_id	2	Critical minimum																																													
Dp_control_title	35	Truncate if over																																													
Agency_priority	3	Truncate if over																																													
Program_priority	3	Truncate if over																																													
Dp_status	1	Handled by other check																																													
Locked	1	Handled by other check																																													
Record_type	3	Handled by other check																																													

No.	Edit		Warn Or Critical	FND	FTE	OBJ	REV	TEXT	Server Or Client
	Column_title	35	Truncate if over						
	Program	3	Handled by check of titles						
	Subprogram	4	Handled by check of titles						
	Activity	2	Handled by check of titles						
	Subactivity	2	Handled by check of titles						
	Task	2	Handled by check of titles						
	Division	2	Handled by check of titles						
	Branch	2	Handled by check of titles						
	Section	2	Handled by check of titles						
	Unit	2	Handled by check of titles						
	Cost_center	2	Handled by check of titles						
	Proj_no	4	Handled by check of titles						
	Subproj	2	Handled by check of titles						
	Proj_phase	2	Handled by check of titles						
	Budget_unit	3	Handled by check of titles						
	Activity_inventory	4	Handled by check of titles						
	Fund	3	Handled by check of titles						
	Approp_type	1	Handled by check of titles						
	Dshs_source	4	Handled by other check						
	Object	1	Handled by check of titles						
	Subobject	1	Handled by check of titles						
	Subsubobj	4	Handled by check of titles						
	Biennium	7	Handled by other check						
	Major_source	2	Handled by check of titles						
	Source	2	Handled by check of titles						
	Fiscal_year_1	4	Handled by other check						
	Fiscal_year_2	4	Handled by other check						
	Fy1_amount	12	No critical minimum						
	Fy2_amount	12	No critical minimum						
	Recsum_text	10000	Truncate if over						

No.	Edit	Warn Or Critical	FND	FTE	OBJ	REV	TEXT	Server Or Client
31	Verify that objects and subobjects exist in the titles files and are not expired (for the approp_period).	C			X			CL/SVR
32	Verify that subsubobjs exist in the titles file (for the approp_period, agency).	C			X			SVR
33	Verify the funds available for revenue using the same logic as the system.	C				X		CL
34	Verify that major_source and source exist in the titles files and are not expired (for the approp_period).	C				X		CL/ SVR
35	Verify that revenue and recsum text records in the upload file have no other coding elements other than program and give warning if they do. Can't do this one!	W				X	X	CL
36	Verify that negative amounts are coded with a minus sign.	C	X	X	X	X		CL
37	Verify that the same key fields of a record don't exist more than once in the upload file. No duplicate records.	C	X	X	X	X	X	SVR
38	Verify that budget level is one of the following: CB, CL, M1, M2, PL	C	X	X	X	X	X	CL

Assumptions:

1. There will be no performance measure data uploaded.
2. There will be no working capital data uploaded.
3. No text will be uploaded other than recommendation summary text.
4. The upload process will not warn agencies if their data or text is at the proper level for releasing to OFM. This will be caught at the time of release of the data from BASS.
5. Due to the complexity of checking that FTEs are identified by a fund other than 996 for DOL and WSP, the upload process will not edit for this. This will be caught at the time of release of the data to OFM from BASS.
6. Agencies will be able to upload funds XXX, YYY, and ZZZ (new fund placeholders) consistent with the rules in BDS.

7. If there is an existing decision package (approp period, version, package program, budget level, decision package code) in BDS, the upload data must follow the package program rules of BDS.
 - a. If the original decision package in BDS is Agency Level, the upload decision package must be package program “agency level” and the program can be any valid program.
 - b. If the original decision package in BDS is a specific program level, the upload decision package must be of the same package program and the program must be coded to the same program. (See edit #5).

Appendix III
Excel Field Definition Matrix

(Next Page)

Excel Column	index	FUND DATA			FTE DATA	OBJECT DATA	REVENUE DATA	RECSUM DATA	FUND DATA-TYPE(LENGTH)	FUND TYPE EXAMPLE
A	0	Version*	Version*	Version*	Version*	Version*	Version*	Version*	String(2)	CD
B	1	version_title*	version_title*	version_title*	version_title*	version_title*	version_title*	version_title*	String(35)	CID Demonstration
C	2	approp_period*	approp_period*	Approp_period*	approp_period*	Approp_period*	approp_period*	approp_period*	String(7)	2001-03
D	3	Agency*	Agency*	Agency*	Agency*	Agency*	Agency*	Agency*	String(3)	
E	4	package_program	package_program	package_program	package_program	package_program	package_program	package_program	String(3)	
F	5	budget_level*	budget_level*	budget_level*	budget_level*	budget_level*	budget_level*	budget_level*	String(2)	PL
G	6	decision_package_id*	decision_package_id*	decision_package_id*	decision_package_id*	decision_package_id*	decision_package_id*	decision_package_id*	String(2)	AA
H	7	dp_control_title*	dp_control_title*	dp_control_title*	dp_control_title*	dp_control_title*	dp_control_title*	dp_control_title*	String(35)	Workload Increases
I	8	agency_priority	agency_priority	agency_priority	agency_priority	agency_priority	agency_priority	agency_priority	String(3)	0
J	9	program_priority	program_priority	program_priority	program_priority	program_priority	program_priority	program_priority	String(3)	0
K	10	dp_status	dp_status	dp_status	dp_status	dp_status	dp_status	dp_status	String(1)	D
L	11	Locked	locked	locked	locked	locked	locked	locked	String(1)	Y
M	12	record_type*	record_type*	record_type*	record_type*	record_type*	record_type*	record_type*	String(3)	FND
N	13	column_title*	column_title*	column_title*	column_title*	column_title*	column_title*	column_title*	String(35)	Administration
O	14	master_index	master_index	master_index	master_index	master_index	master_index	master_index	String(10)	
P	15	pgm_index	pgm_index	pgm_index	pgm_index	pgm_index	pgm_index	pgm_index	String(5)	
Q	16	Program	program	program	program	program	program	program	String(3)	100
R	17	Subprogram	subprogram	subprogram	subprogram	subprogram	subprogram	subprogram	String(4)	1000
S	18	Activity	activity	activity	activity	activity	activity	activity	String(2)	
T	19	Subactivity	subactivity	subactivity	subactivity	subactivity	subactivity	subactivity	String(2)	
U	20	Task	task	task	task	task	task	task	String(2)	
V	21	org_index	org_index	org_index	org_index	org_index	org_index	org_index	String(4)	
W	22	Division	division	division	division	division	division	division	String(2)	
X	23	Branch	branch	branch	branch	branch	branch	branch	String(2)	
Y	24	Section	section	section	section	section	section	section	String(2)	
Z	25	Unit	unit	unit	unit	unit	unit	unit	String(2)	
AA	26	cost_center	cost_center	cost_center	cost_center	cost_center	cost_center	cost_center	String(2)	
AB	27	proj_no	proj_no	proj_no	proj_no	proj_no	proj_no	proj_no	String(2)	
AC	28	Subproj	subproj	subproj	subproj	subproj	subproj	subproj	String(2)	
AD	29	proj_phase	proj_phase	proj_phase	proj_phase	proj_phase	proj_phase	proj_phase	String(2)	
AE	30	budget_unit	budget_unit	budget_unit	budget_unit	budget_unit	budget_unit	budget_unit	String(3)	F01
AF	31	activity_inventory	activity_inventory	activity_inventory	activity_inventory	activity_inventory	activity_inventory	activity_inventory	String(4)	
AG	32	approp_index	approp_index	approp_index	approp_index	approp_index	approp_index	approp_index	String(3)	
AH	33	Fund*	Fund*	Object*	Fund*	Object*	Fund*	Fund*	String(3)	001
AI	34	approp_type*	approp_type*	subobject	approp_type*	subobject	major_source*	major_source*	String(1)	1
AJ	35	dshs_source+	Biennium*	subsubobj	Biennium*	subsubobj	Source*	Source*	String(4)	
AK	36	Biennium*	Biennium*	Biennium*	Biennium*	Biennium*	Biennium*	Biennium*	String(7)	2001-03
AL	37	fiscal_year_1*	fiscal_year_1*	fiscal_year_1*	fiscal_year_1*	fiscal_year_1*	fiscal_year_1*	recsum_text*	String(4)	2002
AM	38	fiscal_year_2*	fiscal_year_2*	fiscal_year_2*	fiscal_year_2*	fiscal_year_2*	fiscal_year_2*		String(4)	2003
AN	39	fy1_amount	fy1_amount	fy1_amount	fy1_amount	fy1_amount	fy1_amount	fy1_amount	String(9)	25000
AO	40	fy2_amount	fy2_amount	fy2_amount	fy2_amount	fy2_amount	fy2_amount	fy2_amount	String(9)	26000

* Required fields

+ Required by DSHS, other agencies should be blank

Index fields are not yet available in BDS for upload. Placeholder fields are defined in the upload requirement. Any data in these fields will be ignored by AUTO.
